



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
TENNESSEE REAL ESTATE COMMISSION
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December 12, 2007

The following information has been provided to assist current Tennessee Real Estate Commission (TREC) providers who have approved courses and education providers who wish to have courses approved by TREC.

The Tennessee Real Estate Commission's laws and rules determine the course approval procedure. Tennessee does not provide education credit to a candidate or licensee unless the course has been pre-approved by the Tennessee Real Estate Commission. Tennessee does not provide retroactive credit for any course completed prior to the TREC approval date. The following documentation is provided for reference:

- Tennessee Real Estate Commission's Rules for Education and Rule Making Hearing Rules - effective 2-16-08
- An application with instructions for course review
- Instructions for electronic rosters used to convey attendance for continuing education courses. (Course completion information for pre-license courses is available by contacting Kathy Riggs, Ph.D., Director of Education – contact information provided below)
- Copy of Commission's Policy concerning pre-license instructors
- Commission Policy on Distance Learning
- Course Submission Deadline information
- Topics to be covered in the 2007/2008 TREC CORE Course
- Course Outline for Course for New Affiliates

If your school, association or agency has not previously been approved by the Commission to provide education, please include information concerning your organization including structure, goals and other information to support your abilities to provide quality education to real estate candidates/licensees.

The Commission does not allow solicitation for goods or services during any of the approved course presentations.

If you have any questions, please contact Kathy M. Riggs, Ph.D. by letter, phone or e-mail

kathy.riggs@state.tn.us

615-253-1178

**RULES
OF
TENNESSEE REAL ESTATE COMMISSION**

**CHAPTER 1260—5
EDUCATIONAL REQUIREMENTS**

TABLE OF CONTENTS

1260—5—.01	Purpose	1260—5—.10	Withdrawal of Approval
1260—5—.02	Applications	1260—5—.11	Correspondence Courses
1260—5—.03	Requirements for Courses	1260—5—.12	Affiliate Brokers
1260—5—.04	Qualifications for Instructors	1260—5—.13	Promotional Materials
1260—5—.05	Tennessee Realtors' Institute	1260—5—.14	Repetition of Course Content
1260—5—.06	Relationship with Brokers	1260—5—.15	Fee for Educational Course Application
1260—5—.07	Records	1260—5—.16	Course Approval Periods
1260—5—.08	Inspections	1260—5—.17	Course Intermission
1260—5—.09	Changes in Applications		

1260—5—.01 PURPOSE. The Tennessee Real Estate Broker License Act of 1973 (as amended) requires satisfactory completion of certain courses in real estate by applicants for, and holders of, licenses as a broker or affiliate broker. The purpose of this chapter is to specify standards and procedures governing the establishment and operation of courses, programs, and schools which are designed to satisfy such educational requirements.

Authority: T.C.A. §§62—13—106 and 62—13—203. *Administrative History:* Original rule filed March 3, 1980; effective April 27, 1980. Amendment filed September 30, 1980; effective December 15, 1980.

1260—5—.02 APPLICATIONS.

- (1) The sponsor of any course(s) in real estate for which the approval of the Tennessee Real Estate Commission under T.C.A. §62—13—303 is sought shall submit an application on the form prescribed by the Commission. The application shall be accompanied by:
 - (a) a resume outlining the education and experience of the instructor(s) of such course(s);
 - (b) a detailed description of the content of such course(s);
 - (c) the projected schedule for the teaching of such course(s); and
 - (d) such other information as the Commission may reasonably request.

Authority: T.C.A. §§62—13—106, 62—13—203 and 62—13—303. *Administrative History:* Original rule filed March 3, 1980; effective April 27, 1980. Amendment filed May 11, 1984; effective June 10, 1984. Amendment filed November 17, 1987; effective January 1, 1988.

1260—5—.03 REQUIREMENTS FOR COURSES.

- (1) The applicant shall demonstrate to the satisfaction of the Commission that each course submitted for approval will:
 - (a) cover subjects which are reasonably related to the practice of real estate and suitably advanced to benefit and enrich the students enrolled;
 - (b) be conducted in a facility which contains adequate space, seating, and equipment;
 - (c) consist of no fewer than two (2) classroom hours; and
 - (d) incorporate appropriate methods for determining whether a student has successfully completed such course. Such methods shall include, but not be limited to:
 1. a minimum attendance requirement of eighty percent (80%), except that such requirement shall be one hundred percent (100%) if the course consists of eight (8) or fewer classroom hours;

(Rule 1260—5—03, continued)

2. provisions to make up for all classes missed by a student; and
 3. a minimum passing requirement of seventy percent (70%) and a comprehensive final examination (or equivalent measure of achievement), if the course consists of more than eight (8) classroom hours. However, courses taken by affiliate brokers or brokers of eight (8) classroom hours or less may be approved for continuing education or post licensing credit without a comprehensive final examination being given.
- (2) Each hour of classroom instruction required by *T.C.A. §62—13—303* shall consist of fifty (50) minutes of actual instruction.
- (3) There shall be a sixty (60) hour course in basic principles required of all applicants for an affiliate brokers license under *T.C.A. §62—13—303*. The “basic principles of real estate” course required of applicants for affiliate broker’s licenses by *T.C.A. §62—13—303* shall include significant instruction in the following areas:
- (a) the real estate business
 - (b) the agency relationship
 - (c) contracts (listings; leases; sales)
 - (d) governmental controls on real estate, including the Tennessee Real Estate Broker License Act
 - (e) legal aspects of real estate
 - (f) real estate mathematics
 - (g) real estate valuation
 - (h) real estate finance
 - (i) listing, offer to purchase, and settlement forms
 - (j) Tennessee real estate laws, rules, practice, etc.
 - (k) fair housing
 - (l) any additional subject which the Commission may require by reasonable written notice to course sponsor and/or instructor.
- (4) The “office or brokerage management” course required of applicants for broker’s licenses by *T.C.A. §62—13—303* shall include significant instruction in the following areas:
- (a) overview of theories, processes, and functions of management
 - (b) review of contracts and closing statements
 - (c) transition to management role
 - (d) planning; policy-making; setting objectives
 - (e) organizing and staffing
 - (f) recruiting, selecting, training, and retaining sales and office personnel

(Rule 1260—5—.03, continued)

- (g) written instruments: policy and procedures manual; contract between independent contractor and broker, and contract between salesperson-employee and broker
 - (h) financial systems and records
 - (i) processes, procedures, and methods of control
 - (j) stages of development in real estate firms
 - (k) market analysis
 - (l) horizontal and vertical expansions
 - (m) mergers and acquisitions
 - (n) governmental controls on real estate including the Tennessee Real Estate Broker License Act
 - (o) any additional subject which the Commission may require by reasonable written notice of the course sponsor and/or instructor.
- (5) (a) Effective January 1, 1993, the content of all courses approved by the Commission for continuing education category (3) credit shall be directly related to the following topics:
- 1. Valuation of Real Estate
 - 2. Construction-Property condition, energy
 - 3. Contracts
 - 4. Agency
 - 5. Financing Real Estate
 - 6. Investment Real Estate
 - 7. License Law and Rules
 - 8. Property Management
 - 9. Taxation of Real Estate Transaction
 - 10. Closing and Settlement Procedures
 - 11. Land Use, Planning and Zoning
 - 12. Time-shares
 - 13. Type of Property (condo, dom, pud, zero lot line, single, pud, etc.)
 - 14. Fair Housing

15. Antitrust
16. Ethics in Real Estate
17. Professional Liability

(b) The Commission may add or delete any subject by means of reasonable written notice to the course sponsor and/or instructor.

- (6) Any person holding a college degree with a major in real estate shall be deemed to have met the requirements for pre-licensing education required for an affiliate brokers' license.

Authority: T.C.A. §§62—13—106, 62—13—203 and 62—13—303. **Administrative History:** Original rule filed March 3, 1980; effective April 27, 1980. Amendment filed September 30, 1980; effective December 15, 1980. Amendment filed May 11, 1984; effective June 10, 1984. Amendment filed April 17, 1985; effective May 17, 1985. Amendment filed November 17, 1987; effective January 1, 1988. Amendment filed November 21, 1988; effective January 5, 1989. Amendment filed September 13, 1989; effective October 28, 1989. Amendment filed November 4, 1991; effective December 20, 1991. Amendment filed March 24, 1994; effective June 7, 1994. Amendment filed October 1, 1998; effective December 15, 1998.

1260—5—.04 QUALIFICATIONS FOR INSTRUCTORS.

- (1) In order to be eligible for approval by the Commission, a course in real estate designed to meet the educational requirements established in T.C.A. §62—13—303 shall be under the personal and direct supervision of an instructor who:

- (a) effective January 1, 1995, has completed a Tennessee Real Estate Commission approved course in instructor training;
- (b) holds a diploma or certificate evidencing a high school education or the equivalent thereof;
- (c) has no complaints filed against him in the Office of the Commission which have not been satisfactorily resolved;
- (d) if such course concerns the principles of real estate, mathematics, or sales techniques, is a licensed broker (or, with the approval of the Commission, affiliate broker) with at least five (5) years of experience in the subject of such course;
- (e) if such course concerns the law of real estate, has graduated from a law school accredited by the American Bar Association or approved by the State Board of Law Examiners;
- (f) if such course concerns any other field in which a degree or other recognized designation is commonly awarded, has earned such degree or designation, or has at least five (5) years of satisfactory experience in the field; and
- (g) if such course is offered for credit at a college or university, has either a master's degree and three (3) years of satisfactory experience in the area of instruction or a terminal degree in the area of instruction.

Authority: T.C.A. §§62—13—106 and 62—13—203. **Administrative History:** Original rule filed March 3, 1980; effective April 27, 1980. Amendment filed May 11, 1984; effective June 10, 1984. Amendment filed March 24, 1994; effective June 7, 1994

1260—5—.05 TENNESSEE REALTORS' INSTITUTE. Applicants for affiliate broker's or broker's licenses who elect to obtain their real estate education through the Tennessee Realtors' Institute shall remain subject to the "basic principles of real estate" and "office or brokerage management" course requirements (respectively) of T.C.A. §62—13—303.

Authority: T.C.A. §§62—13—106, 62—13—203 and 62—13—303. **Administrative History:** Original rule filed March 3, 1980; effective April 27, 1980. Amendment filed September 30, 1980; effective December 15, 1980. Amendment filed January 21, 1983; effective February 22, 1983. Amendment filed May 11, 1984; effective June 10, 1984. Amendment filed November 17, 1987; effective January 1, 1988.

1260—5—.06 RELATIONSHIP WITH BROKERS.

- (1) No course in real estate which is designed to satisfy educational requirements established in T.C.A. §62—13—303 may be:
 - (a) conducted in a facility which is also utilized for conducting business of a broker or brokerage firm; or
 - (b) advertised in conjunction with any advertisement for the business of a broker or brokerage firm.
- (2) No broker or brokerage firm shall use or cause to be used any facility in which a course in real estate designed to satisfy educational requirements established in T.C.A. §62—13—303 is conducted for the purpose of discussing, inducing, or promoting affiliation with such broker or brokerage firm.

Authority: T.C.A. §§62—13—106 and 62—13—203. *Administrative History:* Original rule filed March 3, 1980; effective April 27, 1980. Amendment filed May 11, 1984; effective June 10, 1984.

1260—5—.07 RECORDS.

- (1) The sponsor of any course(s) approved by the Commission shall maintain accurate and permanent records on all students enrolled in such course(s). The records shall include all information and ratings considered in determining whether students successfully complete such course(s). Such records shall be made available upon request by the Commission or its authorized representative.
- (2) It shall be the responsibility of each licensee to provide his file identification number at the time of registration for any Tennessee Real Estate Commission approved continuing education course for affiliate brokers, or post licensing course for brokers. If the licensee fails to provide his file identification number to the sponsor, he may not receive credit for the course from the Tennessee Real Estate Commission.
- (3) Each sponsor of any Tennessee Real Estate Commission-approved continuing education course for affiliate brokers, or post licensing course for brokers, shall submit, within ten (10) working days of the completion of the course, to the Commission, a roster of all students who successfully complete each course. The roster shall include the name, social security number and file identification number of each student. This information must be provided on a roster form approved by the Commission.

Authority: T.C.A. §§62—13—106, 62—13—203 and 62—13—303. *Administrative History:* Original rule filed March 3, 1980; effective April 27, 1980. Amendment filed May 11, 1984; effective June 10, 1984. Amendment filed February 3, 1992; effective March 19, 1992

1260—5—.08 INSPECTIONS. By applying for the Commission's approval of any course in real estate, the applicant agrees to permit periodic inspections and monitoring by the Commission or its authorized representative for the purposes of evaluating facilities, course content, instructor performance, or any other relevant aspect of the administration and conduct of such course.

Authority: T.C.A. §§62—13—106 and 62—13—203. *Administrative History:* Original rule filed March 3, 1980; effective April 27, 1980. Amendment filed May 11, 1984; effective June 10, 1984.

1260—5—.09 CHANGES IN APPLICATIONS. Any material change in any information furnished in connection with any application for approval of a course (including, but not limited to, information concerning course content, instructors, and facilities) shall be submitted to and approved by the Commission before taking effect.

Authority: T.C.A. §§62—13—106 and 62—13—203. *Administrative History:* Original rule filed March 3, 1980; effective April 27, 1980. Amendment filed May 11, 1984; effective June 10, 1984.

1260—5—.10 WITHDRAWAL OF APPROVAL. Approval of any course(s) may be withdrawn by the Commission if:

- (a) the establishment or conduct of a course violates, or fails to meet the requirements of, the provisions of this chapter or other applicable law:

(Rule 1260—5—.10, continued)

- (b) the information contained in the application for approval is materially inaccurate or misleading;
- (c) the sponsor, an instructor, or any other school representative disseminates false or misleading information concerning any course;
- (d) the sponsor, an instructor, or any other school representative possesses, claims to possess, reveals, or distributes any questions utilized in examinations given by the Commission; or
- (e) the performance of the instructor is so deficient as to impair significantly the value of a course; provided, however, that the instructor shall receive adequate notice of the discovered deficiency and opportunity to demonstrate satisfactory correction thereof.

Authority: T.C.A. §§62—13—106 and 62—13—203. Administrative History: Original rule filed March 3, 1980; effective April 27, 1980. Amendment filed May 11, 1984; effective June 10, 1984.

1260—5—.11 CORRESPONDENCE COURSES. Subject to compliance with all applicable provisions of this Chapter, a correspondence course may qualify for approval by the Commission as a *post-licensing course only* if the sponsor satisfactorily demonstrates that each student will be:

- (a) furnished a manual containing:
 - 1. a comprehensive course outline;
 - 2. specific reading and writing assignments;
 - 3. requirements for successful completion of the course; and
 - 4. information regarding availability of faculty to students.
- (b) required to complete a minimum of forty-eight (48) hours of assignments which:
 - 1. include at least six (6) written exercises submitted periodically to the instructor, graded, and returned to the student; and
 - 2. are designed progressively to reinforce and supplement knowledge acquired.
 - 3. required to complete a comprehensive final examination, or equivalent measure of achievement, administered under the supervision of the faculty or staff of an educational institution.

Authority: T.C.A. §§62—13—106, 62—13—203 and 62—13—303. Administrative History: Original rule filed May 11, 1984; effective June 10, 1984. Amendment filed November 17, 1987; effective January 1, 1988.

1260—5—.12 AFFILIATE BROKERS.

- (1) The Commission may, in its discretion, designate that a portion of the continuing real estate education required of affiliate brokers by T.C.A. §62—13—303 be composed of specific topic(s).
- (2) The “office or brokerage management” course required of applicants for broker’s licenses will not be approved as a post-licensing or continuing education course for affiliate brokers.

(Rule 1260—5—.12, continued)

- (3) (a) An affiliate broker whose license was originally issued between July 1, 1980, and December 31, 1987, will not be eligible for renewal of the license for the 1989-90 license period unless, during the calendar year 1988, such affiliate broker satisfactorily completes at least eight (8) classroom hours of continuing real estate education. However, this subparagraph shall not apply to an affiliate broker whose license was temporarily retired in accordance with T.C.A. §62—13—318 for the *entire* calendar year 1988.
- (b) An affiliate broker whose license was originally issued on or after July 1, 1980 will not be eligible for renewal of the license for 1991-92 or thereafter unless, during the immediately preceding two-year license period, such affiliate broker satisfactorily completes at least sixteen (16) classroom hours of continuing real estate education. However, this subparagraph shall not apply to an affiliate broker whose license:
1. was originally issued during the immediately preceding two-year license period; or
 2. was temporarily retired in accordance with T.C.A. §62—13—318 for the *entire* immediately preceding two-year license period.
- (c) An affiliate broker will not receive continuing education credit for classroom hours completed prior to licensure, or during a prior license period.

Authority: T.C.A. §§62—13—106, 62—13—203 and 62—13—303. **Administrative History:** Original rule filed May 11, 1984; effective June 10, 1984. Amendment filed November 17, 1987; effective January 1, 1988. Amendment filed November 21, 1988; effective January 5, 1989.

1260—5—.13 PROMOTIONAL MATERIALS. No materials shall be used for advertising or promoting any course designed to meet the requirements of T.C.A. §62—13—303 without advance approval by the Commission. Any statements or claims made in such materials must be factually supported.

Authority: T.C.A. §§62—13—106, 62—13—203 and 62—13—303. **Administrative History:** Original rule filed March 3, 1980; effective April 27, 1980. Amendment filed May 11, 1984; effective June 10, 1984.

1260—5—.14 REPETITION OF COURSE CONTENT. Credit for completion of real estate education required under T.C.A., §62-13-303 will not be awarded where the content of a course duplicates or repeats that for which credit has been previously received. This rule is only limited to duplication within the same renewal period.

Authority: T.C.A. §§62—13—106, 62—13—203 and 62—13—303. **Administrative History:** Original rule filed November 17, 1987; effective January 1, 1988. Amendment filed October 1, 1998; effective December 15, 1998.

1260—5—.15 FEE FOR EDUCATIONAL COURSE APPLICATION. Before any educational course is reviewed for approval by the Commission, the following non-refundable fees shall be paid according to the following hourly credit schedule:

- (1) any course not exceeding eight (8) hours a fee of twenty-five dollars (\$25.00);
- (2) any course from nine (9) hours to thirty (30) hours a fee of fifty dollars (\$50.00);
- (3) any course exceeding thirty (30) hours a fee of one hundred dollars (\$100.00).

Authority: T.C.A. §62—13—203. **Administrative History:** Original rule filed July 14, 1989; effective August 28, 1989.

1260—5—.16 COURSE APPROVAL PERIODS.

- (1) All real estate education course approvals in effect on December 31, 1992 shall expire on that date.
- (2) All course providers shall be required to resubmit their courses for approval at least one hundred twenty (120) days prior to the applicable expiration date. Failure to meet this deadline may result in the non-approval of a course.
- (3) Effective January 1, 1993, each course approval shall remain effective for four (4) years. After four (4) years, the approval of the Commission, shall expire, unless the Commission, after reviewing a new course application, approves the course for another such time period.
- (4) Effective January 1, 1993, the Commission will approve courses based upon a four (4) year review cycle. Each cycle will end on December 31st of the fourth year. The first four (4) year period of approval will end December 31, 1996.
- (5) The Commission reserves the right to issue approvals for periods of less than four (4) years.

Authority: T.C.A. §§62—13—106, 62—13—203 and 62—13—303. Administrative History: Original rule filed February 3, 1992; effective March 19, 1992. Amendment filed March 24, 1994; effective June 7, 1994.

1260—5—.17 COURSE INTERMISSION. No course offered for eligibility for the affiliate brokers examination shall be held for more than six (6) hours in any twenty-four (24) hour period. There must be at least eight (8) hours of intermission between any two (2) sessions of the course.

Authority: T.C.A. §§62—13—106, 62—13—203 and 62—13—303. Administrative History: Original rule filed March 24, 1994; effective June 7, 1994.

Rulemaking Hearing Rules of the
Department of Commerce and Insurance
Division of Regulatory Boards
Tennessee Real Estate Commission

FS 12-02-07
DBID 2768-
2741

Substance of Proposed Rules

Chapter 1260-1
Licensing

Amendments

Rule 1260-1-.01 Applications For Examinations is amended by adding a new paragraph (4) as follows:

- (4) No person shall be eligible for examination or be considered for licensure unless two (2) years have passed from the date of expiration of probation, parole or conviction, or from the date of release from incarceration, whichever is later in time. This restriction shall apply to all felonies, and to misdemeanors which involve the theft of money, services, or property. An applicant who appears before the Commission requesting licensure and who is denied will not be eligible for reconsideration for six (6) months from the date of denial.

Authority: T.C.A. §§62-13-203, 62-13-303 and 62-13-312.

Rule 1260-1-.12 Fees is amended by adding a new paragraph (5) as follows:

- (5) A penalty fee of fifty dollars (\$50.00) per month, or portion thereof, for failing to timely renew a license if the licensee reinstates the license within the sixty (60) day time frame set forth in T. C. A. §62-13-319(a); provided however, the Commission shall have the discretion to waive or lower said fee for good cause shown.

Authority: T.C.A. §§62-13-203, 62-13-307 and 62-13-319.

Rule 1260-1-.15 Errors and Omissions Insurance Coverage is amended by adding a new paragraph (4) as follows:

- (4) Any independently obtained errors and omissions insurance policy shall, at a minimum, be issued upon the same terms and conditions as the policy obtained by the Tennessee Real Estate Commission pursuant to T.C.A. § 62-13-112, including, but not limited to, the limits of coverage, the permissible deductible, the permissible exemptions and the term of the policy.

Authority: T.C.A. §§62-13-203 and 62-13-112.

Chapter 1260-2
Rules of Conduct

Amendments

Rule 1260-2-.33 Gifts and Prizes is amended by deleting paragraph (2).

Authority: T.C.A. §§62-13-203(b).

Chapter 1260-2
Rules of Conduct

New Rules

1260-2-.37 Septic System Inspection Letters

1260-2-.37 Septic System Inspection Letters. A licensee preparing an offer to buy shall provide in the offer and make the buyer aware that, for a fee, a septic system inspection letter is available through the Tennessee Department of Environment and Conservation, Division of Ground Water Protection.

Authority: T. C. A. §§ 62-13-203 and 62-13-403.

Chapter 1260-5
Educational Requirements

Amendments

Rule 1260-5-.01 Purpose is amended by deleting the text of the rule in its entirety and substituting instead the following so that as amended the rule shall read:

Purpose. The Tennessee Real Estate Broker License Act of 1973 (as amended) requires satisfactory completion of certain courses in real estate by applicants for, and holders of, licenses as a broker or affiliate broker. This chapter establishes standards and procedures governing the establishment and operation of courses, programs, and schools which are designed to satisfy such educational requirements. This chapter further establishes guidelines and requirements to be fulfilled by licensees in obtaining required education.

Authority: T.C.A. §§62-13-106, 62-13-203 and 62-13-303.

Rule 1260-5-.03 Requirements for Courses is amended by deleting the text of subparagraph (1)(a) and substituting instead the following so that as amended subparagraph (1)(a) shall read as follows:

- (1) (a) cover subjects which are reasonably related to the practice of real estate and suitably advanced to benefit and enrich the students enrolled;

Authority: T.C.A. §§62-13-106, 62-13-203 and 62-13-303.

Rule 1260-5-.03 Requirements for Courses is amended by deleting "category (3) credit" in the first sentence of subparagraph (5)(a).

Authority: T.C.A. §§62-13-106, 62-13-203 and 62-13-303.

Rule 1260-5-.03 Requirements for Courses is amended by deleting the text of paragraph (6) in its entirety and substituting instead the following so that as amended paragraph (6) shall read as follows:

- (6) A candidate for an affiliate broker license shall be deemed to have completed the 60 hour course described in paragraph (3) above if:
 - (a) the candidate holds a college or university degree with a major or concentration in real estate and the candidate's transcript shows successful completion of at least one 3 hour (30 hours or more of classroom instruction) course in the principles/fundamentals of real estate and at a minimum two more courses

totaling at least 60 hours of classroom instruction in real estate as evidenced by the title or description of the course; or

- (b) the candidate holds a law degree and the law school transcript evidences successful completion of at least one 3 hour course (30 hours or more of classroom instruction) in real property and at least 60 other hours of classroom instruction in contracts and agency.

Authority: T.C.A. §§62-13-106, 62-13-203 and 62-13-303.

Rule 1260-5-.07 Records is amended by deleting the text of paragraph (3) in its entirety and substituting instead the following so that as amended paragraph (3) shall read as follows:

- (3) Each sponsor of any Commission approved continuing education course for affiliate brokers, or post licensing course for brokers, shall submit to the Commission, within ten (10) working days of the completion of the course, a roster of all students who successfully complete each course. The roster shall include the name and license/file identification number of each student. This information shall be provided in a roster format approved by the Commission.

Authority: T.C.A. §§62-13-106, 62-13-203 and 62-13-303.

Rule 1260-5-.11 Correspondence Courses is amended by deleting the text of the rule in its entirety and substituting instead the following language so that as amended the rule shall read as follows:

- (1) The term "distance education" shall be used interchangeably with the term "correspondence courses" and shall include all education in which instruction does not take place in a traditional classroom setting but rather through other media where the teacher and student are separated by distance and/or by time. Distance education courses approved by the Commission shall be completed within one (1) year of the date of enrollment in order for continuing education to be granted to the licensee. Distance education may include, but is not necessarily limited to the following categories of learning materials and/or transmission modes:
 - (a) Printed Material. A distance education course using printed materials may be approved by the Commission if:
 - 1. students will be provided a manual or other printed materials;
 - 2. a comprehensive course outline, requirements for successful completion of the course and information regarding availability of faculty to students are provided;
 - 3. it contains at least six (6) written exercises which are to be submitted periodically to the instructor, graded and returned to the student; and
 - 4. if the class provides more than eight (8) hours of credit, a comprehensive final examination or equivalent measure of achievement is executed prior to the sponsor submitting the roster to the Commission indicating successful completion of the course for any and all students.
 - (b) Computer Based/Disk/Online Material. A distance education course using these materials and/or formats may be submitted to the Commission for analysis and possible approval if the course is certified by the Association of Real Estate

License Law Officials (ARELLO), or other certifying body at the discretion of the Commission, as to technology, support of the technology, interactivity and course design.

1. The Commission will review these certified courses on a case by case basis to determine whether the curriculum will meet Commission education requirements.
2. Any course which would provide more than eight (8) hours of continuing education shall include a final examination which shall be executed prior to submission to the Commission for education credit.
3. Approval of a course under this paragraph will be automatically withdrawn should certification by the respective certifying body be discontinued for any reason.

Authority: T.C.A. §§62-13-106, 62-13-203 and 62-13-303.

Rule 1260-5-.16 Course Approval Periods is amended by deleting the text of the rule in its entirety and by substituting instead the following language so that as amended the rule shall read as follows:

1260-5-.16 Course Approval Periods.

- (1) Effective January 1, 1993, the Commission will approve courses based upon a four (4) year review cycle of all courses. Each cycle will end on December 31st of the fourth year. The first four (4) year period of approval will end December 31, 1996.
- (2) Each course approval shall remain effective until the end of the review cycle notwithstanding the date upon which it was approved.
- (3) All course providers shall be required to resubmit their courses for approval at least one hundred twenty (120) days prior to the applicable expiration date. Failure to meet this deadline may result in the non-approval of a course.

Authority: T.C.A. §§62-13-106, 62-13-203 and 62-13-303.

I certify that this is an accurate and complete copy of rulemaking hearing rules, lawfully promulgated and adopted by the Tennessee Real Estate Commission on the 3rd day of May, 2007.

Further, I certify that the provisions of Tenn. Code Ann. §4-5-222 have been fully complied with, that these rules are properly presented for filing, a notice of rulemaking hearing having been filed in the Department of State on the 28th day of February, 2007 and such notice of rulemaking hearing having been published in the March 2007 issue of the Tennessee Administrative Register, and such rulemaking hearing having been conducted pursuant thereto on the 3rd day of May, 2007.



Kathryn M. Wiseman
Kathryn M. Wiseman
Staff Attorney
Department of Commerce and Insurance

Subscribed and sworn to before me this 14th day of November, 2007.

Kristina D. Rust
Notary Public
State of Tennessee

My Commission expires on the 19th day of July, 2008.

All rulemaking hearing rules provided for herein have been examined by the Attorney General and Reporter of the State of Tennessee and are approved as to legality pursuant to the provisions of the Administrative Procedures Act, Tennessee Code Annotated, Title 4, Chapter 5.

Robert E. Cooper, Jr.
Robert E. Cooper, Jr.
Attorney General and Reporter

The rulemaking hearing rules set out herein were properly filed in the Department of State on the 3rd day of Dec., 2007 and will become effective on the 16 day of Feb., 2008.

Riley C. Darnell
Riley C. Darnell
Secretary of State

By: Mull

2007-11-13 AM 11:02



Tennessee Real Estate Commission
500 James Robertson Parkway, Ste. 180
Nashville, TN 37243-1151
800-342-4031 or 615-741-2273
Fax: 615-741-0313
e-mail: trec@mail.state.tn.us

Instructions for Application for Course Approval

Attached is a copy of the official application for course approval accepted by the Tennessee Real Estate Commission. This application was last updated 2/00 and is the one that **must be used** beginning July 1, 2000 (we are encouraging its use prior to that date).

Please note the following:

- All blanks must be completed. If an area does not apply to your course please indicate by placing *"Not Applicable"* or *"NA"* in that area.
- The areas listed below must be completed (the terminology *"See Attached"* cannot be used):

Instructors

Course Title

Grading

Attendance Policy

Course Length

or Fees

- All applications must be signed by the official TREC contact person for that agency.
- The Commission is currently meeting monthly and courses are presented to them at each of their meetings. The deadline for receiving and processing a course for presentation at a Commission meeting is the 15th of the month preceding the month of a meeting. If the 15th occurs on a weekend day or holiday, the deadline is the last working day before the 15th.
- This blank application may be photocopied and these photocopies used until this form is revised.
- If your school/agency/sponsor does not currently have a course approved by the Commission, you must also submit a description of your school/agency/sponsor with the completed application.
- All Commission approved courses expire on December 31st of years that are evenly divisible by 4 (2000, 2004, 2008, etc.)



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APPLICATION FOR COURSE APPROVAL(2/00)

Please Type or Print

For Office Use Only

Approved: _____ **Sponsor No.:** _____ **Course No.:** _____ **Expiry Date:** _____

Sponsor Name: _____

Mailing Address: _____

City/State/Zip: _____ **Phone No. ()** _____

Fax No. () _____ **E-Mail Address:** _____

Web Site Address: _____ **Contact Person:** _____

Course Title: (attach comprehensive course outline)

Instructor(s): (must include a resume for each instructor for each course)

Delivery of Course: (Circle either Classroom or Distance Learning - If Distance Learning Circle Type)
Classroom or **Distance Learning** **Paper/Pencil** **Computer Based** **Internet** **Other** (describe)

Attendance Policy: (minimum requirements)
_____ **100%** _____ **80%** _____ **Not Applicable** (Distance Learning)

Course Length: (50 minutes = 1 hour; no partial hour credit awarded) **Grading** (if course length more than 8 hours)
_____ **Hours** _____ **% to Pass**

Materials: (please submit materials you wish to have approved)

Promotion: (please submit copies of typical advertisements and brochures)

Fees:	Course Not Exceeding 8 hours,	\$ 25.00	
	Course from 9 - 30 hours,	\$ 50.00	Amount Remitted _____
	Course exceeding 30 hours,	\$100.00	(Non-Refundable)

Signature _____

Date _____

STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
TENNESSEE REAL ESTATE COMMISSION
500 JAMES ROBERTSON PARKWAY
1ST FLOOR
NASHVILLE, TENNESSEE 37243-1151
(615) 741-2273
1 (800) 342-4031

Memo

Date: January 2008

To: Approved Education Providers

From: Kathy Riggs

Subject: Uploading Rosters

Directions:

Using Notepad, which is available with any Windows Application, the roster is generated as follows:

There is a header line that will appear before the names of attendees which will allow the course number, provider number, date of completion and roster number to be determined. Immediately following the header line is a line for each licensee with file/license number, last name, first name. Each field is delimited and uses the following limitations:

Header Line: Must put RF (must be in caps) in first two spaces and information **must** start in first space of any sequence -

Provider Number:	3-12
Course Number:	13-22 (most courses have 4 digits, if only 3 do not add a zero or space before number)
Completion Date:	23-32 (YYYYMMDD)
Roster Number:	33-39

Licensee Information:

File/License Number:	1-10
Last Name:	11-25
First Name:	26-40

Please see sample roster in notepad attachment. Please do not leave any empty lines in the roster or "return" after the last name in a roster. That leaves an empty line that is not appreciated by the program.

As displayed in the roster in the notepad attachment, another roster can be added right after the first one by keying in the new roster header and the licensee information with no empty lines between the rosters:

PLEASE NOTE: Do not use tabs to move to columns. I did for the first roster I created and it took more time to take the tabs out than it did to create the roster.

E-mail rosters as an attachment to an e-mail to me at: kathy.riggs@state.tn.us

Rosters should be sent on a weekly basis, unless no courses were accomplished in the week.

Do Not send a roster more than one time unless requested to do so by TREC. If you realize a roster may have/has problems, contact me by phone or e-mail so we can determine the best way to handle the situation.

Roster Numbers must be sequential. We have found the best sequence is as follows: 08001 for first roster (08 for year and 001 for first roster), then 08002, 08003, etc. If you have already established a roster sequence, continue to use it.

We are excited about this process and welcome any and all feedback you have concerning this process. Please call me at 800-342-4031 and we can walk through the process if you wish.

upload

RF7777	5555	20020926	02110
123456	Riggs	Kathy	
234567	Lynn	Bruce	
RF7777	6666	20020927	02111
123456	Riggs	Kathy	
234567	Lynn	Bruce	



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COMMISSION POLICY STATEMENT

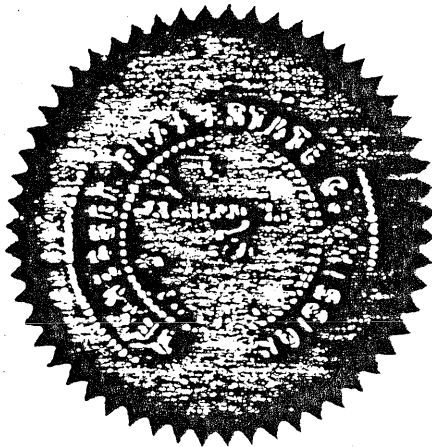
NUMBER: 94-CPS-003
DATE: 11/10/94

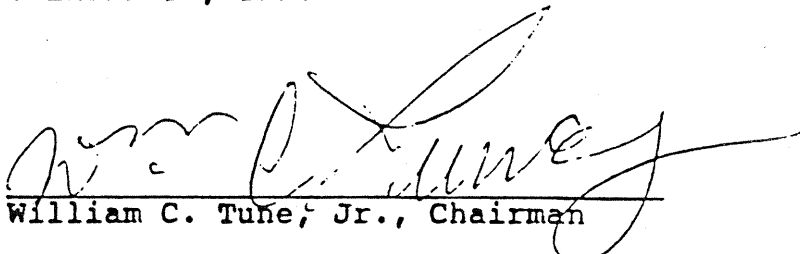
INSTRUCTOR COURSE

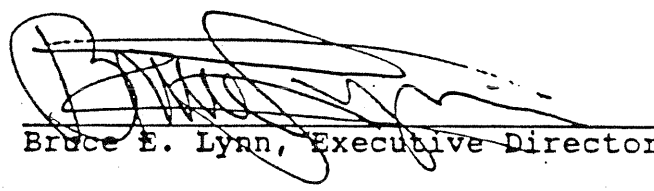
1. Effective July 1, 1995, a Commission approved real estate instructor course must be completed by the proposed instructor of a course prior to that course being approved for Commission educational requirements.
2. For purposes of meeting this requirement, the following courses, certifications or designations will be automatically accepted:
 - a. Teaching Certificate
 - b. A Bachelors degree in Education
 - c. Real Estate Brokers Council
 - d. Residential Specialist
 - e. Designated Real Estate Instructor
 - f. Instructor Training Institute
 - g. Creative Training Institute Techniques
 - h. Persons with an advanced degree in the subject area to be taught.
3. The Commission will review any other course individually for purposes of meeting this requirement if not listed above.
4. The Commission Instructor training course will consist of sixteen (16) hours of instruction in the following components:
 - a. Learning Styles and Teaching Techniques
 - b. Adapting to the type of student
 - c. Demonstration of Skills
 - d. Instructor Assessment
 - e. Instructor Assessment Examination

5. All courses approved prior to July 1, 1995 shall be grandfathered until the course approval expires.
6. The instructor training course will only be required for qualifying education or broker management courses.
7. The requirements will be in addition to all existing requirements for educational courses.

ADOPTED BY THE COMMISSION ON NOVEMBER 10, 1994.




William C. Tune, Jr., Chairman


Bruce E. Lynn, Executive Director



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DEPARTMENT OF COMMERCE AND INSURANCE
TENNESSEE REAL ESTATE COMMISSION
500 JAMES ROBERTSON PARKWAY
1ST FLOOR
NASHVILLE, TENNESSEE 37243-1151
(615) 741-227 or (800) 342-4031

COMMISSION POLICY STATEMENT

NUMBER 2000-CPS-006

DATE 05/04/00

COMMISSION APPROVAL OF DISTANCE LEARNING COURSES

- (1) Printed Material: A distance education course using printed materials may be approved by the Commission if: students will be provided a manual or other printed materials; a comprehensive course outline, requirements for successful completion of the course and information regarding availability of faculty to students are provided; contain at least six (6) written exercises which are to be submitted periodically to the instructor, graded and returned to the student; and if the class provides more than eight (8) hours of post-licensing credit a comprehensive final examination or equivalent measure of achievement is executed prior to the sponsor submitting the roster to the Commission indicating successful completion of the course for any and all students.
- (2) Computer Based/Disk Material and Online Internet Material: A distance education course using these materials and/or formats may be submitted to the Commission for analysis and possible approval if the course(s) are certified by ARELLO as to technology, support of the technology, interactivity and course design.
- (a) The Commission will review these ARELLO certified courses in terms of curriculum which will meet the education requirements. Any course which would provide more than eight (8) hours of continuing education must include a final examination.
 - (b) Approval of a course under this paragraph will cease immediately should ARELLO certification be discontinued for any reason.

ADOPTED BY THE COMMISSION MAY 4, 2000.



Bobbi S. Gillis

Bobbi S. Gillis, Chairman

Bruce E. Lynn

Bruce E. Lynn, Executive Director

SUBMISSION DEADLINE FOR NEW COURSE REVIEW

Courses which are to be reviewed at a given monthly Commission Meeting must be received in the TREC office on or before the 15th of the month preceding the month the Commission will review the course(s). If the 15th of the preceding month falls on a weekend or holiday, the course(s) must be received in the TREC office the last working day before the weekend or holiday.

Topics for the 2007-2008 TREC CORE Course

The Commission determines topics for the four (4) hour TREC CORE course for each two year period. The TREC CORE Course is required to be completed by each licensee who is required to complete continuing education. The topics for the 2007-2008 TREC CORE Course are:

- TREC Law, Rule and Policy Update
- Ethics
- Laws & Rules Pertaining to Commercial Practitioners
- Duties of Principle Brokers

Tennessee Real Estate Commission – Course for New Affiliate Outline

The following course outline, with time frames, was approved by the Tennessee Real Estate Commission at its July 11, 2001 meeting for implementation beginning January 1, 2002. This outline replaces the previous outline adopted by the Commission 11-16-93

1. Listings (3hours)
 - Determining Market Value
 - Advertising
 - All Disclosures
2. Agency (3 hours)
 - All Disclosures
 - Agreement
 - Buyer Representation
3. Contracts (6 hours)
 - Laws
 - Drafting
 - Distinction from Offer
4. Fair Housing – Antitrust (3 hours)
5. Risk Reduction (3 hours)
 - Documentation/Records
6. Tennessee Real Estate Commission's Laws/Rules/Policies (3 hours)
 - Broker/Affiliate/Firm Relationships and Responsibilities
7. Residential/Commercial/Rental Property Management (types of specialties (3 hours)
8. Ethics and Etiquette (3 hours)
 - Communication
9. Finance (3 hours)
 - Closings